

# Bylaws of the Parent Teacher Organization For Epiphany Catholic School

## ARTICLE I – Mission Statement

The mission of Epiphany Catholic School’s Parent Teacher Organization is to partner with parents, guardians, and staff members in sponsoring school events and providing opportunities for students, parents, and guardians to share their time, talent, and treasure to support teachers and staff.

## ARTICLE II – Objectives

- Section 1.** To support the mission and goals of the Parish and school.
- Section 2.** To encourage communication between parents, teachers, school administration and Parish.
- Section 3.** To promote the development of public relations in the community.
- Section 4.** To provide opportunities to strengthen community and hospitality between home and school.
- Section 5.** To promote and coordinate opportunities for families to share their time, talent, and treasure.
- Section 6.** To responsibly use and budget funds to cover cost of activities, events, **and** projects for the school.

## ARTICLE III – Accountability

The PTO shall support policies set forth by the school administration, parish council, and the Pastor. The Parent Teacher Organization may suggest ideas to the School administration. The final authority rests with the School Administrator and/or the Pastor.

## ARTICLE IV – Membership

Membership consists of parents and guardians of the students of Epiphany Catholic School, and members of the faculty and administration.

## ARTICLE V – Elected Officers

- Section 1.** The officers of the PTO shall be President, Vice President, Treasurer, and Secretary.
- Section 2.** These members are elected by vote with Members at Large in June and assume their official duties in August. If there’s no June meeting, voting will take place in May.
- Section 3.** Officers shall serve for a term of no less than one year.
- Section 4.** The Vice President will be successor to the President.

- Section 5.** President will remain on PTO one year after term ends to serve as co-President. The term of President is two years.
- Section 6.** If an officer resigns, that office is to be filled by appointment of the president with the advice of the officers.
- Section 7:** An elected officer must be a member at large for a minimum of one year before becoming eligible to be elected.

**ARTICLE VI – Members at Large**

- Section 1.** New Members at Large will be allowed voting privileges in November and in June.
- Section 2.** Members at Large will have voting privilege at meetings.
- Section 3.** Members At Large must make every attempt to attend over 75% of the regular monthly meetings, or as a volunteer at PTO events.
- Section 4.** Each Member at Large will assist in the coordination of PTO events/activities.
- Section 5.** Perform other duties as delegated to them by the President.

**ARTICLE VII – Ex-officio members**

A person is an ex-officio member by virtue of an office held. An ex-officio member has full voting and speaking rights, unless otherwise indicated in the bylaws.

Pastor of Epiphany Parish  
Epiphany School Administration  
Epiphany School faculty

**ARTICLE VIII – Spiritual Advisor**

The Pastor of Epiphany shall be the Spiritual Advisor.

**ARTICLE IX – Meetings**

- Section 1.** PTO meetings will be held during the school year.
- Section 2.** A simple majority of officers, members at large, and ex-officio members in attendance shall constitute a quorum for the purpose of conducting business.
- Section 3.** Faculty members are assigned to attend the monthly meetings.

**ARTICLE X – Duties of Elected Officers**

The officers of Epiphany’s Parent Teacher Organization shall have full responsibility for business affairs, budget, and administrative details.

- Section 1.** The **President** will perform the duties listed below and any other duties that may be prescribed in these bylaws or assigned to him/her by the PTO. The President of the PTO will:
  - A.** Preside at all meetings.
  - B.** Oversee the work of the officers and committees.

- C. Prepare an agenda, with advice from school administration, which shall be made available at the start of each meeting. The monthly minutes will be posted on the website at least two weeks after the monthly meeting.
- D. Work with the school administration to create an event calendar for the year.
- E. Prepare and maintain a list of events and activities.
- F. Provide a “Year in Review” budget report summarizing monies spent.
- G. Serve on the Governance Council for a period of 2 years, immediately following term as president.

**Section 2.** The **Vice President** will:

- A. Perform the duties of the President in absences or inability of that officer to serve.
- B. Act as an aide to the President.
- C. Monitor member attendance.
- E. Perform annual review of Treasurer report after June 30.
- F. Perform other duties as assigned by the President.
- G. Succeed the President.

**Section 3.** The **Secretary** will:

- A. Record minutes of all meetings and provide permanent storage.
- B. Send the minutes to the officers, members at large, teacher representatives, and school administration for approval before next meeting.
- C. Upon approval, submit the minutes to PTO webmaster to be posted on the PTO webpage.
- D. Keep official record of all programs and procedures.
- E. Perform other duties as assigned by the President.

**Section 4.** The **Treasurer** will:

- A. Collect all monies, prepare deposits and submit them to the parish accountant.
- B. Maintain accurate records of receipts and expenditures.
- C. Prepare purchase orders for approval by the school administration.
- D. Present a Treasurer’s Report at every PTO meeting and as requested.
- E. Prepare an annual financial report to be presented at the May meeting.
- F. Assist the president and treasurer in creating an annual budget.
- G. Perform other duties as assigned by the President.

**ARTICLE XI – Chair people**

Chair people will be approved by Members at Large in June for the following school year. Chair people are required to give their successors all materials pertaining to their PTO Bylaws – Revised August 2017

office at the June PTO meeting. Recommended Chair People positions are detailed below.

**Section 6.** The **Social Coordinator** will:

- A. Coordinate the specific PTO social or family event.
- B. Keep all event information and directions/guidelines up-to-date.
- C. Perform other duties as assigned by the President.

**Section 7.** The **Trash to Treasure** Coordinator will:

- A. Manage volunteers to handle the BoxTops fundraising following trash to treasure areas:
- B. Oversee all contests and prizes.
- C. Provide monthly updates regarding each program at PTO meetings.
- D. Submit all paperwork for redemption.
- E. Perform other duties as assigned by the President.

**Section 8.** Additional Chair People

**Volunteer Coordinator**

**Website Coordinator**

**Marketing Coordinator**

Officers are required to give their successors all materials pertaining to their position.

### **ARTICLE XI – Nominations and Elections**

Open positions will be announced at the April meeting.

1. The PTO openings will be published in the school eHappenings.

Members at large will vote to nominate elected officers in June for the term to start in the following school year.

### **ARTICLE XIII – Amendments**

To amend these articles, changes must be submitted at a PTO meeting and voted on at the next month's meeting. Changes will be made if 2/3 majority rules.

### **ARTICLE XIV- Rules of Order**

The Roberts's Rules of Order will be used for any issues not covered by this constitution. (See attachment 1)

### **ARTICLE XV – Suggested Order of Business for meetings**

- Opening prayer
- Introductions

- Treasurer’s report
- Faculty presentations/requests
- Old business
- New Business
- Trash to Treasure update
- Marketing update
- Teacher report
- Administration Report
- Roundtable
- Adjournment and Closing Prayer

Meetings will be 90 minutes and secretary should act as timekeeper.

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**Amendments Proposed:** \_\_\_\_\_  
**Amendments Adopted:** \_\_\_\_\_

**Adopted by the Epiphany PTO President  
Representing the Epiphany PTO Membership**

**Adoption approved by School Administration**

\_\_\_\_\_  
**Date** \_\_\_\_\_

\_\_\_\_\_  
**Date** \_\_\_\_\_

## **ATTACHMENTS**

### Robert's Rules of Order Events and Activities

#### **Introduction to Robert's Rules of Order**

##### What Is Parliamentary Procedure?

It is a set of rules for conduct at meetings, that allows everyone to be heard and to make decisions without confusion.

##### Why is Parliamentary Procedure Important?

Because it's a time tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Today, Robert's Rules of Order newly revised is the basic handbook of operation for most clubs, organizations and other groups. So it's important that everyone know these basic rules!

Organizations using parliamentary procedure usually follow a fixed order of business. Below is a typical example:

1. Call to order.
2. Roll call of members present.
3. Reading of minutes of last meeting.
4. Officers reports.
5. Committee reports.
6. Special orders --- Important business previously designated for consideration at this meeting.
7. Unfinished business.
8. New business.
9. Announcements.
10. Adjournment.

The method used by members to express themselves is in the form of moving motions. A motion is a proposal that the entire membership take action or a stand on an issue. Individual members can:

1. Call to order.
2. Second motions.
3. Debate motions.
4. Vote on motions.

There are four Basic Types of Motions:

1. Main Motions: The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.

2. **Subsidiary Motions:** Their purpose is to change or affect how a main motion is handled, and is voted on before a main motion.
3. **Privileged Motions:** Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business.
4. **Incidental Motions:** Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.

#### How are Motions Presented?

1. **Obtaining the floor**
  - a. Wait until the last speaker has finished.
  - b. Rise and address the Chairman by saying, "Mr. Chairman, or Mr. President."
  - c. Wait until the Chairman recognizes you.
2. **Make Your Motion**
  - a. Speak in a clear and concise manner.
  - b. Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ...".
  - c. Avoid personalities and stay on your subject.
3. **Wait for Someone to Second Your Motion**
4. **Another member will second your motion or the Chairman will call for a second.**
5. **If there is no second to your motion it is lost.**
6. **The Chairman States Your Motion**
  - a. The Chairman will say, "it has been moved and seconded that we ..." Thus placing your motion before the membership for consideration and action.
  - b. The membership then either debates your motion, or may move directly to a vote.
  - c. Once your motion is presented to the membership by the chairman it becomes "assembly property", and cannot be changed by you without the consent of the members.
7. **Expanding on Your Motion**
  - a. The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
  - b. The mover is always allowed to speak first.
  - c. All comments and debate must be directed to the chairman.
  - d. Keep to the time limit for speaking that has been established.
  - e. The mover may speak again only after other speakers are finished, unless called upon by the Chairman.
8. **Putting the Question to the Membership**
  - a. The Chairman asks, "Are you ready to vote on the question?"
  - b. If there is no more discussion, a vote is taken.
  - c. On a motion to move the previous question may be adapted.

#### Voting on a Motion:

The method of vote on any motion depends on the situation and the by-laws of policy of your organization. There are five methods used to vote by most organizations, they are:

1. By Voice -- The Chairman asks those in favor to say, "aye", those opposed to say "no". Any member may move for a exact count.
2. By Roll Call -- Each member answers "yes" or "no" as his name is called. This method is used when a record of each person's vote is required.
3. By General Consent -- When a motion is not likely to be opposed, the Chairman says, "if there is no objection ...". The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.
4. By Division -- This is a slight verification of a voice vote. It does not require a count unless the chairman so desires. Members raise their hands or stand.
5. By Ballot -- Members write their vote on a slip of paper, this method is used when secrecy is desired.

There are two other motions that are commonly used that relate to voting.

1. Motion to Table -- This motion is often used in the attempt to "kill" a motion. The option is always present, however, to "take from the table", for reconsideration by the membership.
2. Motion to Postpone Indefinitely -- This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken. Also, debate is once again open on the main motion.

Parliamentary Procedure is the best way to get things done at your meetings. But, it will only work if you use it properly.

1. Allow motions that are in order.
2. Have members obtain the floor properly.
3. Speak clearly and concisely.
4. Obey the rules of debate.

Most importantly, *BE COURTEOUS*.



## **EVENT and ACTIVITY LIST**

Chairs and Co-chairs will be responsible for updating the PTO members of their events.

A final detailed update must be done at the completion of the event. Successes and areas in need of improvement or changes should be noted. This update should be given to the Event Coordinator no later than one week after the event.

### **Sample EVENT / ACTIVITY LIST**

The following events are Monthly / Multiple date commitments

- Fish Fry (Multiple Fridays during Lent – March/April)
- PTO updates in EHappenings
- Teacher Welcome Breakfast (Once, the last week of August)
- Clean Team
- Uniform exchange (as needed)

The following events are one-time events

- Conference Dinners (Spring & Fall)
- PTO info/uniform exchange table at Fall & Spring Conferences
- Food shelf drive
- JINGO
- End of Year Party